



# City of Tigard Neighborhood Network Steering Committee

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## *Neighborhood Network*

### Purpose

The Neighborhood Network Steering Committee serves as a conduit for residents to raise issues or concerns; convenes an annual meeting to gather input on proposed Capital Improvement Program (CIP) projects, neighborhood clean-up activities, community building events and promote neighborhood network program opportunities; based on input, determines issues to be carried forward and projects and activities to be sponsored by the Neighborhood Network.

### Membership

The membership of each Neighborhood Steering Committee shall be comprised of representatives of the following:

- Community Emergency Response Team Member - who is a resident of the neighborhood area
- Neighborhood Watch Captain – who is a resident of the neighborhood area
- Local School PSO Representative – who is a resident of the neighborhood area
- Neighborhood Web Page Administrator/ Content Manager – who is a resident of the area.
- At-Large Member – who is a resident of the area.
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At-Large members may be representatives of a business that is located in the neighborhood area. For At-Large positions, preference may be given to individuals that have served as a community connector, are on the CCI, or are interested in being trained as a Land Use Coordinator for their neighborhood.

In order to be recognized as a Neighborhood Network Steering Committee there must be a minimum of four members.

**Appointment:** The Committee for Citizen Involvement (CCI) shall confirm the membership for each steering committee. In cases where there is more than one applicant for a steering committee position, the CCI shall make the decision on the appointment.

**Responsibilities:** Each Neighborhood Network Steering Committee is responsible for:

- Convening an annual meeting in September or October of each year for purposes of facilitating input on:
  - Nomination of neighborhood area projects for consideration in the city's annual Capital Improvement Program budget
  - Suggestions for an annual neighborhood clean-up event and community building activity
  - Providing information on Neighborhood Network resources

- Providing opportunities and methods for area residents to raise issues/concerns regarding neighborhood safety, nuisances, infrastructure, and aesthetics.
- Reviewing input and selecting:
  - The annual neighborhood network beautification/clean-up event
  - The neighborhood network annual event
  - The CIP project(s) to be recommended to the city for funding
  - The issues/concerns that the Neighborhood Network will pursue.
  - The project(s) to be submitted for the annual Neighborhood Grant application.

### **Meetings**

The Steering Committee is required to convene one annual meeting in September or October. The Steering Committee may hold additional meetings as needed provided a majority of Steering Committee members consent and notice is given as required.

**Meeting Notice:** Notice of the annual meeting shall be provided by U.S. Mail postmarked at least two weeks in advance to all residents/businesses in the Neighborhood Network area. The notice shall include the date, time, location, and agenda topics for the meeting. Notice shall also be posted on the Neighborhood Network Web page at least seven (7) days in advance.

Notice of meetings of the Steering Committee other than the annual meeting shall be posted on the neighborhood Web page at least one week in advance, posted in City Hall and at a public school in the neighborhood.

### **Chair**

The Chair will be selected by the Steering Committee members from among the membership. The Chair is responsible for conducting Steering Committee meetings, facilitating communication on Steering Committee decisions, and ensuring that written minutes are kept on each meeting and posted on the Neighborhood Area Web page within 30 days.

### **Minutes**

Steering Committee minutes should record members in attendance, the names and affiliation of guests and any decisions made by the Steering Committee.

### **Role of the CCI**

The Committee for Citizen Involvement (CCI), the body charged with oversight of the citizen involvement in the city is charged with oversight of the Neighborhood Network Program and its effectiveness.

The CCI shall resolve any issues raised by Steering Committees regarding the operation of the Neighborhood Network Program that the Steering Committee and city staff cannot resolve.

Issues or concerns the Steering Committee decides should be discussed shall be submitted to the CCI. The CCI shall identify an appropriate course of action for the Steering Committee.



City of Tigard  
**Neighborhood Network Steering Committee Application**

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## *Neighborhood Network*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Neighborhood Network Area Name/Number: \_\_\_\_\_

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### **Membership Representation:**

**Community Emergency Response Team Member:** Training Dates \_\_\_\_\_

**Neighborhood Watch Captain:** Name of Neighborhood \_\_\_\_\_

**School PSO Representative:** Name of School \_\_\_\_\_  
Attach confirmation from PSO

**Neighborhood Web Page Administrator/Content Manager**

**At-Large Member**

1) What neighborhood issues interest you?

2) Mark any of the following that apply:

\_\_\_ Served as a Community Connector

\_\_\_ Am a Member of the City's Committee for Citizen Involvement (CCI)

\_\_\_ Interested in being trained as a Land Use Coordinator for my neighborhood

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### **Return completed application to:**

City of Tigard Neighbor Network | 13125 SW Hall Blvd., Tigard, OR 97223 | Email: [NeighborNetwork@tigard-or.gov](mailto:NeighborNetwork@tigard-or.gov)